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DCS/DDI

*Program
Filer*

11 June 1971

MEMORANDUM FOR: Records Management Officer,
Domestic Contacts Service, DDI

SUBJECT : Procedures for Storage of Agency
Archives

REFERENCE : DCS/RMO to CIA/RAO dtd 15 March 71
subject: Policy with Respect to
Storage of Agency Archives

1. To confirm my discussions with you and the Chief of the Agency Archives and Records Center concerning referent memo about the controls over records in the Agency Archives, I wish to indicate the existing storage and reference systems that are our standard operating procedures.

2. As you know, the Agency does not, as yet, have a formal Archival Program. Nonetheless, we have accumulated more than 16,000 cubic feet of material in the Archives Section of the Records Center. Further, the Executive Director-Comptroller has requested me to develop an Agency Regulation on an Archives System.

3. Until such time as we can accomplish the above and then publish formal procedures, we proposed -- and on 14 April 1970 the Agency Records Management Board accepted -- the attached procedures for operating the Agency Archives.

4. Concerning your questions on access controls, Paragraph III-A should reassure you that the use of Agency Archives is restricted to the originating or forwarding office and authorized officials of that office's Directorate -- such as designated Historians and the Senior Records Officer.



CIA Records Administration Officer

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ATTACHMENT: Procedures for
Operating Archives

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19 February 1970

PROCEDURES FOR OPERATING THE ARCHIVES

I. Records to be Accepted into the Archives

A. Records identified in either of the following:

1. Records Retention Plan
2. Permanent Records in a Records Control Schedule

B. Official record copies of the following:

1. Raw information reports
2. Finished Intelligence Reports
3. Each publication, poster, chart, map, booklet, speech, form, press release and similar material
4. Administrative issuances and instructions at all Agency organizational levels, both at Headquarters and in the Field.

C. Records of a disestablished organizational element or discontinued function.

D. Records recommended by any of the following, concurred in by office and Directorate Records Management Officers, and approved by the CIA Records Administration Officer:

1. The CIA Historical Staff
2. The Officials of the originating office.
3. The Records Management Board
4. The Chief Archives and Records Center

II. Control over Records in the Archives

A. Control as to use will be by:

1. The originating organizational element in the Agency.
2. The Directorate and/or Office Records Management Officer.
3. Any duly delegated representative of either of the above.

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- B. Controls for location and reference purposes will be the responsibility of:
1. The originating office thru lists or indices which it prepares.
 2. The Chief Archives and Records Center thru the storage space locator system.
- C. Controls to insure return to Archives when forwarded on loan to requestor for reference will be as follows:
1. The record will be covered with the official Archival Record Card.
 2. A copy of the request will be forwarded to the requestor for receipting purposes.
 3. A copy of the request will be kept in a seven day suspense file by the Archives to insure prompt return.
 4. The Chief Archives and Records Center will contact the Directorate or Office RMO for assistance in getting any record returned that has been out longer than seven days.

III. Restrictions on use of the Archives

- A. Access to or use of the records will be restricted to the following:
1. The originating or forwarding office.
 2. The Directorate RMO.
 3. Any duly designated representative or historian from either of the above and then only for specifically designated records or groups of records under the Directorate.

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